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**Course Syllabus: PHCL 420 (2+0)**

**Pharmacy Management**

**1436/37-2015/16 1st Semester**

**Course Description**

Through lectures and case scenarios students will be introduced to the administrative and behavioral sciences as they relate to planning, organization and operation of pharmacy practice.

The course aims to equip students with skills and knowledge required to manage and use resources of the health care system, in cooperation with patients, prescribers, other health care providers, and administrative and supportive personnel, to optimize the care of patients, to ensure the safe and effective distribution of medications, and to make efficient use of health resources.(adapted from AACP 2004 and AFPC 2003 learning outcomes)

**Educational Objectives**

At the completion of the course, students should be able to demonstrate an understanding of:

1. Manage pharmacy operations

2. The principles of personnel management and pharmacy human management issues.

3. Optimize physical and technological resources required to fulfill the practice mission.

4. Manage medication distribution and control systems.

5. Apply management concepts, functions and skills to solving managerial problems in pharmacy practice.

6. Develop knowledge of, and demonstrate competence with, the skills associated with effective group work, decision making, and leadership.".

**Course Day & Times**

Monday and Wednesday 11-12 a.m.

Classroom G32, second floor

**Course Coordinator and Teaching Faculty**

Dr.Lamya Alnaim, Pharm.D.

Office: 3rd floor # 31

Email: [lalnaim@ksu.edu.sa](mailto:lalnaim@ksu.edu.sa)

Dr.Taweeq A. Alnajjar, PhD

Course Coordinator, male section

Tel: 0114677492

Email: tnajjar@ksu.edu.sa

**Course Outline**

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| **Week #**  **Teaching Faculty** | **Lectures Date** | **Lecture Topic** |
| 1  NA | Mon 24 Aug | Why study pharmacy management?  Introduction: course objectives, course syllabus (expectations for the course, grade distribution, activities, attendance…etc). |
| Wed 26 |
| 2  NA | Mon 31 | Management functions |
| Wed 2 Sep | Planning in pharmacy operation |
| 3  NA/LA | Mon, 7 | Planning in pharmacy operation |
| Wed 9 | Operational Management |
| 4  LA | Mon 14 | Operational Management |
| Wed 16 |
|  | **Thu 17 to Tue 29** | **Hajj holiday 4-16 /12/1436** |
| 5  NA | Mon 28 | Holiday  Ensuring Quality in pharmacy operation |
| Wed 30 |
| 6  NA | **Mon** **5 Oct** | **Midterm Exam 1 (Topics: management functions, Planning, & Quality)** |
| Wed 7 | Organizational structure and behavior |
| 7  NA | Mon 12 | Organizational structure and behavior |
| Wed 14 | Human resources Management |
| 8  NA | Mon 19 | Leadership in pharmacy |
| Wed 21 |
| 9  TA | Mon 26 | Financial Reports |
| Wed 28 |
| 10  TA/LA | Mon 2 Nov | Financial Reports  Purchasing and inventory management |
| Wed 4 |
| 11  LA | Mon 9 | Purchasing and inventory management |
| Wed 11 |
| 12  LA | **Mon 16** | **Midterm Exam 2 (Financial Reports, Purchasing & Inventory)** |
| Wed 18 | Time Management |
| 13  LA | Mon 23 | Time Management |
| Wed 25 | Management Skills: Team building |
| 14  LA | Mon 30 | Management Skills: Team building |
| Wen 2 Dec |  |
| 15 | Mon 7 |  |
| Wed 9 |

*TA: Dr.Tawfeek A Alnajjar LA: Dr.Lena Ashour NA: L.Nouf Aloudah*

**Grade distribution:**

|  |  |
| --- | --- |
| **Activity** | **Points** |
| 2 Midterm exams | 45 |
| activities/assignments/quizzes | 15 |
| Final Exam | 40 |
| Total | 100 |

**Course Resources**

Pharmacy Management: Essentials for All Practice Settings‏. Shane P Desselle, David P. Zgarrick‏. McGraw-Hill Professional 3rd ed.

Handout can be provided during the semester by course instructor.

**COURSE POLICIES**

A. Course Format:

During this course the following mode of teaching can be used: formal and informal Lectures, discussion, debates, pre-class quizzes, self-directed learning.

B. Exam Format:

* Written exams mainly consist of, but not limited to: one correct answer multiple choice questions, short notes, matching, organize a list and fill in blanks. Questions can be direct recall of information, case scenario, and calculations.

C. Late assignments/homework Policy or missed Quizzes/Midterm exams:

* Late assignments/homework will be penalized by **5% reduction** in grade **per each passing day.**
* The instructor **has the right** to determine the method for midterm/quiz make up by any of the following:
  + - increasing the percentage of the remaining exams to cover the missed exam
    - assigning the final exam a higher percentage to cover the missed exam for the student
    - a make-up exam (mostly short note style)
    - In the final exam, the section relating to the missed examination material can be used as the grade for that missed exam.
    - Make up exam should be performed as per college policy. Valid documents about the absence MSUT be submitted by students within 2 weeks of the absence date.

D. Attendance Policy:

* Students are expected to prepare for, attend and participate in all lectures.
* Student must exercise **punctuality** in attending classes
* Students missing 25% or more on attendance are forbidden from setting in the final exam, per University Policy. Documents of proof of student absence MUST be submitted within 2 weeks.
* A student absent from class bears full responsibility for all material covered in class. Quizzes may be given anytime during the class period; therefore, please be on time and plan to attend the entire period.
* Unprofessional conduct including misbehavior during lectures will not be tolerated and may result in actions leading up to dismissal from the course.
* Cell phone must be turned off or muted at all times during lecture and labs.

E. Academic Dishonesty/plagiarism/professionalism

* Students are expected to demonstrate **professionalism** and **honesty** during this course.
* Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.
* Professionalism includes many aspects, among which: student act responsibly through their actions, attitude and appearance.

F. Syllabus Changes

* The course coordinator reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes.

**Course Binding Agreement (PHCL 420)**

The Course binding agreement has to be signed by each student and returned through the class leader to the course instructor before the third lecture. *Failure to submit this paper will attest to the student had read and agreed on the information contained therein*.

“I have read this syllabus, understand its implications (and have sought clarification of those parts that were unclear to me), and will abide by it.I understand that the course coordinator has the right to make alterations to the class and exam schedule as needed.”

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student: \_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_